

ST 73 (REV. 6/2002)
RECORDS RETENTION SCHEDULE

6C 28133

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS PROGRAM

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION CPSD <i>Public Utilities Comm.</i>		(2) AGENCY BILLING CODE 59000		(3) PAGE 1 OF 2 PAGES	
(4) DIVISION/ BRANCH/ SECTION ADMINISTRATIVE BRANCH		(5) ADDRESS 505 VAN NESS AVENUE, SAN FRANCISCO, CA 94102			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)					
(8) <input checked="" type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER CPSD-1 A-1	(10) SCHEDULE DATE 3/19/08	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 131
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER CPSD - 1	(14) APPROVAL NUMBER 08-052	(15) APPROVAL DATE (S) 2-13-08	(16) PAGE NUMBER(S) REVISED - 1 2
(17) MISSION/FUNCTIONAL STATEMENT : Ensure that utility consumers are protected from fraud and abuse that utilities and public transit systems ensure the reliability of their systems and the safety of their employees and the public, and that service providers under our jurisdiction compete fairly for the opportunity to provide their services to the people of the State of California.					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. <i>For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.</i>					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Brenda M. Coit</i>		(19) TITLE BCO		(20) PHONE NUMBER 415-703-2960	(21) DATE SIGNED 03/19/08
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE- RECORDS MGMT. ANALYST <i>Gary R. Munhahn</i>		(23) CLASSIFICATION B50 II supervisor		(24) NAME (Printed or Typed) GARY R. munhahn	(25) PHONE NUMBER 415-703-2960
				(26) DATE SIGNED 03/19/2008	
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE –CalRIM CONSULTANT <i>Janet C. Sanchez</i>		(28) APPROVAL NUMBER 08-052		(29) DATE SIGNED 4/04/2008	(30) EXPIRATION DATE 2/13/2013
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)				FOR ARCHIVES' STAMP	
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives (32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey, Archivist</i>				(34) DATE SIGNED April 16, 2008	

08-052

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

1	17		Division Response Letters	P		Active +5			ACTIVE +5		After 5 years gets destroyed from beginning of activity
2	17		Division Support Documents	P		Active +5			ACTIVE +5		After 5 years gets destroyed from beginning of activity
3	6		Timekeeping & Personnel Records	P		Active +5			ACTIVE +5		After 7 years gets destroyed from beginning of activity
4	19		BCO Division Documents	P		Active +5			ACTIVE +5		After 3 years gets destroyed from beginning of activity
5	12		BCO Division Requisition Documents	P		Active +5			ACTIVE +5		After 7 years gets destroyed from beginning of activity
6	60		Administrative/Telecommunications Documents	P		Active +5			ACTIVE 5		After 5 years gets destroyed from beginning of activity
7.			STD. 70 RECORDS INVENTORY WORKSHEET	P		CURRENT			CURRENT		RETAIN AS 'CURRENT' UNTIL NO LONGER NEEDED FOR REFERENCE OR ANALYSIS, WHICHEVER IS LATER.
8 Total	131		STD. 73 RECORDS RETENTION SCHEDULE (RRS)	P		CURRENT			CURRENT		RETAIN AS 'CURRENT' UNTIL REVISED. NOTE: ALTHOUGH REVISION IS REQUIRED EVERY 5YRS FROM DATE APPROVED BY CALRIM, RRS THAT ARE NOT REVISED REMAIN IN EFFECT BUT ARE CONSIDERED NON-CURRENT.

* Provide total of office and departmental